

Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin.Rec	Selectmen
01800		Library								
001-01800-00100-4550	Library Personnel Services, Salaries			223,361.00	226,902.94	238,507.00	210,461.44	0.00	0.00	0.00
001-01800-00120-4550	Library Part Time			43,967.00	40,097.24	40,175.00	36,815.88	0.00	0.00	0.00
001-01800-00210-4550	Library Insurances			85,228.00	79,291.13	85,893.00	69,453.77	0.00	0.00	0.00
001-01800-00220-4550	Library FICA			16,574.00	16,044.77	17,278.00	15,291.15	0.00	0.00	0.00
001-01800-00230-4550	Library Medicare			3,876.00	3,752.36	4,041.00	3,576.04	0.00	0.00	0.00
001-01800-00240-4550	Library Workers Comp			410.00	410.00	382.00	260.43	0.00	0.00	0.00
001-01800-00250-4550	Library NH Retirement			24,056.00	17,154.52	26,880.00	19,333.11	0.00	0.00	0.00
001-01800-00800-4912	Library Expenses			80,000.00	80,000.00	80,000.00	80,000.00	0.00	0.00	0.00
	Subtotal for dept. Library:			477,472.00	463,652.96	493,156.00	435,191.82	0.00	0.00	0.00

	FY 2016 BUDGET DETAIL						
	DEPARTMENT:	Library					
	ACCOUNT NAME:	Personnel Services, Salaries					
	ACCOUNT NUMBER:	001-01800-00100-4550					
	Description	Quantity	\$ Per Unit	Hrs/Wk/Yr	Extension	FY 2016	FY 2016
		Grade/Step		or Salary		Request	Administrator
							Recommended
nm	Library Director		\$36.76	\$2,940.80	\$76,460.80	\$76,461	\$76,461
jr	Assist.Librarian		\$22.23	\$1,778.40	\$46,238.40	\$46,238	\$46,238
sg	Children's Librarian		\$19.67	\$1,573.60	\$40,913.60	\$40,914	\$40,914
ss	Library Associate		\$19.50	\$1,560.00	\$40,560.00	\$40,560	\$40,560
ln	Library Associate		\$19.80	\$1,584.00	\$41,184.00	\$41,184	\$41,184
aw	Library Associate		\$19.06	\$1,524.80	\$39,644.80	\$39,645	\$39,645
	Longevity	64	\$20.00	\$1,280.00	\$1,280.00	\$1,280	\$1,280
					Totals	\$286,282	\$286,282
	ACCOUNT NAME:	Part Time					
	ACCOUNT NUMBER:	001-01800-00120-4550					
							FY 2016
	Description	Quantity	\$ Per Unit	Hrs/Wk/Yr	Extension	FY 2016	Administrator
		Grade/Step		or Salary		Request	Recommended
	Part Time Attendants (1)		\$12.26	\$49.04	\$2,550.08	\$2,550	\$2,550
	Part Time Attendants (1)		\$13.68	\$205.20	\$10,670.40	\$10,670	\$10,670
	Part Time Attendants (1)		\$12.90	\$1,290.00	\$1,290.00	\$1,290	\$1,290
					Totals	\$14,510	\$14,510
	ACCOUNT NAME:	Withholding & Insurances					
	ACCOUNT NUMBER:	001-01800-00210-4550					
							FY 2016
	Description	Quantity	\$ Per Unit		Extension	FY 2016	Adminstrator
						Request	Recommended
	Fica				\$18,649.00	\$18,649	\$18,649
	Medicare				\$4,361.00	\$4,361	\$4,361
	Health Insurance				\$102,629.00	\$102,629	\$102,629
	Dental Insurance				\$5,591.00	\$5,591	\$5,591
	Life, AD & D				\$573.00	\$573	\$573
	LTD				\$1,317.00	\$1,317	\$1,317
	Worker's Compensation				\$350.00	\$350	\$350
	NH State Retirement				\$31,978.00	\$31,978	\$31,978
					Totals	\$165,448	\$165,448

ACCOUNT NAME:	Library Expenses					
ACCOUNT NUMBER:	001-01800-00800-4550					
						FY 2016
Description	Quantity	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2016 Request	Administrator Recommended
Books						\$8,000
Cleaning						\$10,000
Computer Support						\$6,500
Maintenance						\$16,000
Media						\$2,000
Misc.						\$1,000
Office Exp.						\$3,500
Professional						\$1,000
Programs						\$3,000
Reserve Fund						\$0
Small Equipment						\$500
Oil						\$8,500
Electricity						\$8,500
Telephone						\$1,500
Longevity						
				Totals	\$70,000.00	\$70,000

MOULTONBOROUGH PUBLIC LIBRARY
2016 Total Budget
Request from Taxpayers

<u>Operating Budget</u>	<u>ACCOUNT</u>	<u>2016 Budget</u>	<u>2015 Budget</u>	<u>VS 2014 Budget</u>	<u>VS 2013 Budget</u>	<u>VS 2012 Budget</u>	<u>VS 2011 Budget</u>
	Books	8,000	11,500	11,500	12,500	12,500	14,000
	Cleaning	10,000	10,000	8,000	8,000	8,000	8,000
	Computer Support	6,500	5,500	7,000	5,000	5,000	5,000
	Maintenance	16,000	16,000	16,000	16,000	16,000	17,000
	Media	2,000	3,500	5,000	5,000	5,000	5,000
	Misc.	1,000	1,000	1,000	1,000	1,000	1,000
	Office Exp.	3,500	3,500	4,000	4,000	4,000	4,000
	Professional	1,000	1,000	1,000	1,000	1,000	1,000
	Programs	3,000	5,500	4,000	5,000	5,000	7,000
	Reserve Fund	0	0	0	1,000	1,000	2,500
	Small Equipment	500	500	1,000	1,000	1,000	1,500
	Oil	8,500	11,500	9,500	11,000	11,000	9,500
	Electricity	8,500	9,000	9,500	10,000	10,000	10,000
	Telephone	1,500	1,500	2,500	2,500	2,500	3,000
	Total from Taxpayers	70,000	80,000	80,000	83,000	83,000	88,500
	Variance from 2014 Budget		0				
<u>Staffing Budget</u>							
	Fixed Staffing	285,002	237,307	222,242	216,089	209,859	201,768
	Part-time Staffing	14,510	40,175	43,967	38,626	37,699	37,396
	Total Staffing	299,512	277,482	266,209	254,715	247,558	239,164
<u>Subtotal Operating & Staff</u>		369,512	357,482	346,209	337,715	330,558	327,664
<u>Fringe Benefits -Fixed Staffing</u>							
2016 Fringe Rate		165,449	134,474	130,144	127,633	122,746	115,316
		58.10%	56.40%	58.27%	58.74%	58.57%	57.15%
	Total Fringe	165,449	134,474	130,144	127,633	122,746	115,316
<u>Longevity</u>		1,280	1,200	1,120	1,180	1,180	1,080
<u>Total Library Budget Requested from Taxpayers</u>		536,241	493,156	477,472	466,528	454,484	444,060
	Increase from 2015	43,085	15,684	10,944	12,044	10,424	4,084
	Increase from 2015	8.50%	3.28%	2.35%	2.65%	2.35%	-0.91%

Moultonborough Public Library	BUDGET	16' Plan	TOTAL
ACCOUNT	2016	For	BUDGET
	Town Funds	Library Funds	2016
Books	8,000	8,000 Books	16,000
Cleaning	10,000		10,000
Computer Support	6,500	2,500 Books	9,000
Maintenance	16,000	4,000 Copier	20,000
Media	2,000	2,000 Glass Jar	4,000
Misc.	1,000		1,000
Office Exp.	3,500		3,500
Professional	1,000	1,000 Memorial	2,000
Programs	3,000	3,000 Library Trust	6,000
Reserve Fund	0		0
Small Equipment	500		500
Landscaping		3,500 Landscaping	3500
<u>Utilities:</u>	8,500		8,500
Oil	8,500		8,500
Electricity	1,500		1,500
Telephone			
	70,000	24,000	94,000
Total Operating Budgets	94,000		
From Library Funds	24,000		
<u>From Taxpayers</u>	<u>70,000</u>		

LIBRARY BUDGET

2016

WORKSHEET

PERSONNEL

APPROVED

[Reviewed and approved in Executive Session at 11/12/15 Library Trustee Meeting]

PERSONNEL FIXED

DESCRIPTION	\$ PER per HR	[2016 Inc] [%]	HRSWK/yr of SALARY	Wks	EXTENSION	[Increase]	2016 Budget	15 Budget Per HR	15 Budget Yearly
Nancy McCue - Library Director 12/92	36.76	4	40	52	76,460	2,932	76,460	35.35	73,528
Jane Rice - Assist. Librarian 4/83	22.23	3	40	52	46,238	1,352	46,238	21.58	44,886
Sharon Gulla - Childrens Librarian [10/1/14]	19.67	3.5	40	52	40,914	1,394	40,914	19	39,520
Susan Stokes - Library Associate 3/94	19.5	2.75	40	52	40,560	1,082	40,560	18.98	39,478
Linda Nollin - Library Associate 1/04	19.8	3.25	40	52	41,184	1,290	41,184	19.18	39,894
Stacks								n/a	n/a
*Anne Marie Welsh - Library Associate 5/06	19.06	3	40	52	39,845	10,788	39,845		
Technology [1/15]									
		AVE 3.25							
TOTAL							285,001		237,306

PERSONNEL - PART TIME

DESCRIPTION	2016 budget	Made Fixed	2016 budget	n/a	2016 budget	2016 budget	2016 budget	2016 budget	2016 budget
Anne Marie Welsh - Library Associate 5/06									
Technology									
Debbie Joy 10/14	12.26	3	4	52	2,550	2,550	2,550	11.9	2,475
Sally Joy 5/12	13.68	3	15	52	10,670	10,670	10,670	13.28	6,905
Substitute Fund [100hrs]			100		1,290	1,290	1,290	12.9	1,935
TOTAL SALARIES							14,510		40,175

2011 Budget.xls

2016

11/9/15 Personnel committee recommendations

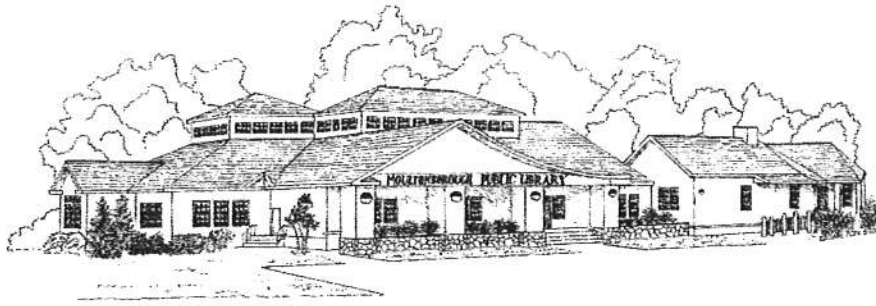
*Anne Marie Welsh from 30 to 40 hrs per week Moved to Fixed Personnel to support library expanding patron and technical needs

Sally Joy increase hours from 10 to 15 hours per week

Substitute hours reduce from 150 to 100

*assume couple for medical benefits

RECEIVED
DEC 01 2015



Moultonborough Public Library

Post Office Box 150
Moultonborough, NH 03254-0150

December 1, 2015

To: Board of Selectmen

Re: Warrant Article for 2016 Town Meeting

On behalf of the Library Board of Trustees, please include this warrant article in the Moultonborough Town Warrant for 2016:

To see if the Town of Moultonborough will vote to raise and appropriate the sum of Five Hundred Thirty Six Thousand Two Hundred Forty One dollars (\$ 536,241) to pay the expense of operating Moultonborough Public Library.

Many thanks,

Laurie Whitley

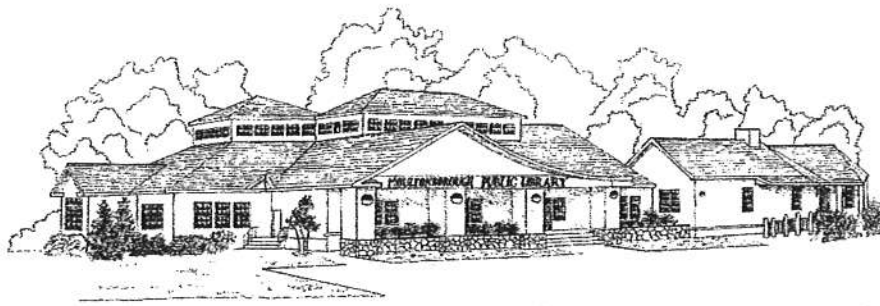
Chairperson

Library Board of Trustees

CC: Nancy McCue, Library Director

Amanda Berquist, Chairperson of ABC

✓Walter Johnson, Town Administrator



Moultonborough Public Library

Post Office Box 150
Moultonborough, NH 03254-0150

December 1, 2015

To: Amanda Berquist, Chairperson of ABC

Fr: Laurie Whitley, Chairperson of Library Trustees *LW*

Re: 2016 Budget for the Moultonborough Public Library

Enclosed you will find a copy of the 2016 Budget for the Moultonborough Public Library along with the wording for the Warrant Article. These were approved by the Board of Trustees on 11/19/2015.

The total expense budgeted to operate the Library for 2016 is \$560,241 with \$24,000 coming from Library Funds. The amount provided from Library Funds is \$10,000 more than 2015. The Library will be requesting \$536,241 from taxpayers.

The primary increase over 2015 is in the area of personnel. Last year in response to patrons' requests and interest, we established the position of Library Associate – Technology. This change has proven to be incredibly successful in responding to the technology inquiries of our patrons and our ability to offer more instruction on technology and use of related devices. The Library now offers approximately 12-14 classes a month on technology ranging from instruction on Tablets, E-readers and Smartphones along with User Group meetings. The classes are always full and the demand for additional instructional and support continues to grow.

Given this ongoing and ever increasing demand for more information on technology, the Trustees have voted to elevate the Library Associate – Technology position from Part Time of 30 hours a week to a Full Time position. The extra 10 hours a week plus the benefits associated with Full Time status account for the majority (80%) of the 8.5% increase in total budget over 2015.

We feel this change in staffing is critical to maintain our current level of patron service and to keep the library offerings on the leading edge.

The other increases in personnel are from the overall increase in the town's fringe benefit rate and our staff's merit increases. Once again, the Library Trustees used our Pay for Performance evaluation system with the staff. In addition the Trustees undertook a salary survey of surrounding towns, comparable towns and towns which have libraries at the level of our services. We perform this survey every three years to assure fairness in compensation to our staff and support for salary increases requested from the taxpayers.

To offset some of the increase in the personnel budget, the Trustees were able to increase the contribution to the operating budget from Library Funds from \$14,000 in 2015 to \$24,000 in 2016. A worksheet outlining how the library funds and taxpayer funds are budgeted is also attached. We are very pleased that we are able to do this but cannot promise this level of contribution every year as the Library Funds are also the Reserve Funds for the Library and need to be managed carefully.

The Trustees are pleased to present this fiscally responsible budget to the taxpayers of the Town of Moultonborough who utilize our excellent resources and allow the public library to stay current with best practices for NH libraries.

Please call me at 253-3017 or email me at laurie@whitleys.org with questions or concerns.

Cc: Nancy McCue, Library Director

Walter Johnson, Town Administrator